



ACQUISITION
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

FEB 24 2006

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Business Transformation Agency Fellows Program Nominations

The purpose of this memorandum is to invite nominations for the Business Transformation Agency (BTA) 2006-2007 Fellows Program, which will commence on or about July 10, 2006. The Business Transformation Agency (BTA), established in October 2005, is seeking Fellows who will be able to contribute to the Department of Defense's cutting-edge efforts for a period of one year. The Fellows Program is a hands-on managerial development program under my direction. It is designed to enhance the career development of selected mid-level DoD professionals in the grades of O4/O5 and GS-12 to GS 14 (NSPS Professional Pay Band III-IV) who have demonstrated top-managerial potential.

Nominations are due by April 1, 2006 and must be approved and signed by the cognizant component flag officer/Senior Executive Service leader. After evaluation of nominee packages, the Director, Business Transformation Agency will confirm the selection of candidates to their respective component, by the last week of April 2006.

This is an exciting time for officers and managers to participate in the Department of Defense's newest agency to drive and accelerate improvements to business operations. The purpose of the BTA Fellows Program is to broaden the depth and experience of future DoD executives and leaders in business transformation.

I am requesting at least two nominations from each addressed office. Candidates must possess a SECRET security clearance without any requirement to renew or continue their clearance during the time of the assignment. Candidates should have a background in any one or more of the following functional areas: acquisition (including contingency contracting), logistics (e.g., supply, maintenance, transportation, engineering, health services, weapon system life cycle support/management, property administration), financial management (specifically, deployed disbursing), human resources/personnel management, or public relations. They must be experienced using systems or databases associated with their functional area. Fellows will be assigned to one or more of the following offices within the BTA:

Business Transformation Agency
Headquarters

Defense Business Systems
Acquisition Executive



Agency Operations
Transformation Planning and
Performance
Transformation Priorities and
Requirements

Information and Federation Strategy
Warfighter Support Office
Investment Management

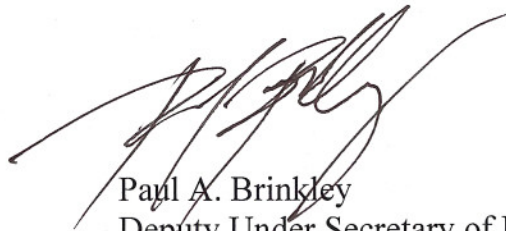
All nominees must submit the training agreement (attachment 1) with appropriate signatures and approval. In addition, military nominees must submit a current resume/biography and civilian nominees must submit an updated Application for Federal Employment (OF-612 or SF-171).

Fellows will execute duties in Crystal City, Arlington, Virginia, however, limited travel is possible. Civilian participants remain assigned to their parent organization for the year in the program. Military participants are assigned in accordance with their respective Service or command policy. The Fellow's salary, travel and transportation costs to and from the training site, as well as living expenses, will be the responsibility of the parent organization. The Business Transformation Agency will fund all official travel which does not include travel to/from home station if outside the Washington, DC area.

If you have any questions, please contact Mr. Robert E. Love, (703) 607-5712, DSN 327-5712. Please submit nominations by April 1, 2006 to Mr. Robert E. Love at:

Business Transformation Agency
WSO (Mr. Robert E. Love)
1851 South Bell St., Rm 303B
Arlington, VA 22240-5291

For additional information, please visit the BTA website at www.defenselink.mil/dbt. We greatly appreciate your assistance.



Paul A. Brinkley
Deputy Under Secretary of Defense
(Business Transformation)

Attachments:
As stated

DISTRIBUTION:

Office of the Assistant Secretary of Army, Financial Management and Comptroller (FM&C)

Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel (G-1)

Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Logistics (G-4)

Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Programs (G-8)

Secretary of the Air Force Finance/Comptroller (SAF/FM)

Headquarters, U.S. Air Force, Deputy Chief of Staff, Manpower and Personnel (DP/A1)

Headquarters, U.S. Air Force, Deputy Chief of Staff, Logistics, Installations, & Mission Support (A4)

Office of the Assistant Secretary of the Air Force (Acquisition)

Office of the Assistant Secretary of the Navy, Financial Management and Comptroller (FM&C)

Chief of Naval Operations, Manpower and Personnel (N1)

Chief of Naval Operations, Fleet Readiness and Logistics (N4)

Chief of Naval Operations, Resources, Requirements and Assessments (N8)

Deputy Commandant for Manpower & Reserve Affairs (G1)

Headquarters, U.S. Marine Corps, Deputy Commandant for Installations and Logistics (G4)

Headquarters, U.S. Marine Corps, Deputy Commandant for Programs and Resources (G8)

DOD-WIDE TRAINING AGREEMENT FOR DEVELOPMENT OF FELLOWS OF THE
BUSINESS TRANSFORMATION AGENCY

Fellow's Name:

Assignment: Business Transformation Specialist
Business Transformation Agency
Warfighter Support Office
1851 South Bell St.
Rm 303B
Arlington VA 22240-5291

I. General Objectives:

A. General Familiarization. The stated purpose of the Business Transformation Agency (BTA) Fellows Program is:

1. To broaden exposure of participants to more than one Core Business Mission Area, to include management of acquisition, logistics, financial, and human resources.
2. To expose participants to Department of Defense-level organizations and management processes of business transformation systems.
3. To enhance career development patterns for mid-level management personnel.

B. A specific program to implement these general objectives for (Name) _____ involves assignment to one or more of the following offices within the Business Transformation Agency.

II. Specific Assignment Objectives:

A. OBJECTIVE. To provide exposure to leadership decision-making of business transformation. Fellow will be incorporated in the Headquarters front office to observe the BTA leadership in their decision-making processes. Fellow is exposed to BTA interaction at leadership-level with agency offices, DoD Military Components, Congressional oversight, and the commercial sector.

B. OBJECTIVE. To provide program management leadership for enterprise programs in the Business Mission Area. Develop, coordinate, and integrate projects, programs, systems, and initiatives that support DoD Enterprise-wide business capabilities.

Attachment (1)

C. OBJECTIVE. To provide facilitation of maximum resource utilization and increased performance within the Business Transformation Agency's time, cost, and performance constraints. Through the Milestone Assurance Team, define and manage business related data standards and strategies.

D. OBJECTIVE. To provide the primary link to the Principal Staff Assistants (functional business requirement owners) within the Office of the Secretary of Defense, as well as other Department of Defense-level organizations. Ensure that the functional priorities and requirements of these client organizations are reflected in both the Business Enterprise Architecture (BEA) and the Enterprise Transition Plan (ETP), and in the guidance for business system investment management.

E. OBJECTIVE. To provide management of the BTA's information strategy, encompassing integration efforts, strategic planning, change management, technology visioning, and long-term internal and external communications. Ensure that integrated best industry practices are applied to all areas of strategic planning and communications for the agency.

F. OBJECTIVE. To provide immediate business process and business system challenges that adversely impact current operations. Deliver near-term value by connecting the DoD's business mission to the warfighter, identifying and addressing frontline opportunities.

G. OBJECTIVE. To provide leadership in investment management for DoD Enterprise-level business systems. Coordinate the efforts of the DoD 5000 series as it pertains to business systems. Support and coordinate the Investment Review Board (IRB) processes and actions for certification .

III. Officials Responsible for the Program:

A. Director, Business Transformation Agency

B. Director, Personnel _____

(Fellow's Parent Organization)

IV. Flexibility Provisions. When the evaluation of the Fellow's progress indicates it is necessary, the training plan may be modified to meet the Fellow's developmental needs.

V. Evaluation of Fellow's Progress. The Fellow's immediate supervisor at each training organization will evaluate the Fellow's progress at the end of the rotational tour. All appraisals will be reviewed by the Director, Business Transformation Agency.

VI. Status at Completion of Program. Upon completion of the Fellowship, the participant will return to duty with his/her parent organization.

VII. Recommendation/Concurrence/Approval. The following signatures are the minimum necessary to ensure appropriate persons at the parent organization are notified and/or approve of the BTA Fellow's nomination, in case of:

A. Submitted:

FELLOW'S NAME	SIGNATURE	PHONE	DATE
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B. Notified/Recommend Approval from Fellow's Direct Supervisor:

FELLOW'S SUPERVISOR NAME	SIGNATURE	PHONE	DATE
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C. Notified/Recommend Approval from Fellow Organization's Director of Personnel:

NAME	SIGNATURE	PHONE	DATE
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D. Approval from Flag Officer or Senior Executive Service Leader:

NAME	SIGNATURE	PHONE	DATE
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